

Akash Parvat

Decision-making | Social Responsibility | Flexible | Multitasking

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EXPERIENCE

Kotak Mahindra Bank — HR Executive

Feb 2019 - PRESENT

- **Onboarding & Joining Formalities** - Taking care of pre-onboarding process for senior managers(M4) to below grades, Behaviour assessment test, CIBIL check, Reference check through agency, Appointment letter generation, Audit clearance of entire documentation and employee code creation.
- **Database Management** - Maintaining all records in Excel - Joining Tracker, Offer tracker, Joining tracker, Invoice tracker.
- Coordinating with business and consultants for closing the positions.
- **Sourcing** - Sourcing candidates from different portals and scheduling interviews with line managers.
- **HRIS** - Using HRIS (Oracle) for offer creation, Mapping new joiners according to line managers.

INTERNSHIP

Max Healthcare — HR Trainee

May 2018 - Aug 2018

- **Background Verification** - Background Verification through agency (Authbridge), Resolving discrepancy of documents.
- **Database Management** - Maintaining a database of Employees.

EDUCATION

Institute of Business Management and Research, Gurgaon — MBA HR & PGPM

2017 - 2019

Percentage - 60

Christian Eminent College, Indore — BBA HR

2014 - 2017

Percentage - 63

SKILLS

- MS Excel
- MS Word
- PowerPoint Presentation
- Oracle Software
- Communication

EXTRA CURRICULAR ACTIVITIES

- Diploma in computer applications.
- Secured 6th rank in virtual trading.
- Industrial Visit (Parle Industry pvt. Ltd, Motherdairy).

INTEREST

- Painting
- Sketching
- Reading
- Chess
- Traveling

